

Retention and Classification Report

Agency: Tooele County (Utah). County Recorder (1166)

Tooele County Courthouse
47 South Main
Tooele, UT 84074
882-5550

Records Officer

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11764	Federal tax lien index
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AGENCY: Tooele County (Utah). County Recorder

SERIES: 5467

3

TITLE: Deposits with county auditor report

DATES: 1984-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These are carbon copies or photocopies of checks issued and are maintained solely as a quick reference source.

RETENTION:

Retain 1 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 05/24/2013

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the office and the basic three year audit period.

AGENCY: Tooele County (Utah). County Recorder

SERIES: 11764

3

TITLE: Federal tax lien index

DATES: 1949-

ARRANGEMENT: Numerical by entry number.

ANNUAL ACCUMULATION:

DESCRIPTION:

This books indexes federal tax liens. The index contains name and residence of taxpayer named in the notice, collector's serial number, date and hour of filing, the amount of lien with interest, penalties, and costs, and date of release of lien (UCA 38-6-2 (1995)). The county recorder is also required to index the certificate of discharge (UCA 38-6-3 (1995)).

RETENTION:

Retain Permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 7.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records beginning in 1989 through 1989. Retain in State Records Center permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Computer data files: Retain in Office permanently.

AGENCY: Tooele County (Utah). County Recorder

SERIES: 11764

TITLE: Federal tax lien index

(continued)

Paper: For records beginning in 1949 through 1988. Retain in Office permanently.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Tooele County (Utah). County Recorder

SERIES: 84262

4

TITLE: Fee and entry books

DATES: 1899-

ARRANGEMENT: Alphabetical by book letter, thereunder numerical by page number

ANNUAL ACCUMULATION:

DESCRIPTION:

These records reflect the payment of fees for the recording of legal instruments "entered in the order of its reception or entry" (UCA 17-21-6(1)(f) (2011)). They contain the amount of fee paid for recording, names of parties, recordation date and time, a brief description, and entry number.

RETENTION:

Retain Permanently

DISPOSITION:

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RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 05/09/2013

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records beginning in 1899 through 1985. Retain in Office permanently.

Paper: For records beginning in 1986 through 1996. Retain in State Records Center permanently.

Computer data files: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Tooele County (Utah). County Recorder

SERIES: 84262

TITLE: Fee and entry books

(continued)

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Tooele County (Utah). County Recorder

SERIES: 6099

4

TITLE: Grantor and grantee indexes

DATES: 1886-

ARRANGEMENT: Alphabetical by name of grantee/grantor or principal party

ANNUAL ACCUMULATION:

DESCRIPTION:

These records are used to index all deeds, final judgments, claims, patents, or decrees partitioning or affecting the title or possession of real property in Tooele County as registered with the county recorder. Information includes names of grantee or grantor; date and type of instrument; date of filing; description of property; and volume and page number where the instrument was recorded. These are alphabetical indexes where "all deeds and final judgments or decrees partitioning or affecting title as to possession of real property." The grantors' index contains the "entry number of the instrument, name of each grantor in alphabetical order, name of the grantee, date of instrument, time of recording, kind of instrument, the book and page and entry number in which it is recorded, and a brief description" (UCA 17-21-6(1)(b) (2011)). The grantee's index contains the same information, but is alphabetical by each grantee (UCA 17-21-6(1)(c) (2011)).

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 05/27/2009

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records beginning in 1986 through 1996. Retain in

AGENCY: Tooele County (Utah). County Recorder

SERIES: 6099

TITLE: Grantor and grantee indexes

(continued)

State Records Center permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently.

Computer data files: Retain in Office permanently.

Paper: For records beginning in 1886 through 1985. Retain in Office permanently.

APPRAISAL:

Administrative Historical

Grantee and grantor indexes are legally required to be kept permanently. UCA 17-21-6(1)(c).

PRIMARY CLASSIFICATION:

Public

AGENCY: Tooele County (Utah). County Recorder

SERIES: 28284

3

TITLE: Military Discharges

DATES: 1986-

ARRANGEMENT: Numerical

ANNUAL ACCUMULATION:

DESCRIPTION:

These are legal instruments recorded by the Tooele county recorder concerning all "mortgages, deeds of trust, liens, and all other instruments in the nature of an encumbrance upon real estate" (UCA 17-21-6(1)(d,e) (2003)). These are indexes concerning mortgagors and mortgagees.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 11.

AUTHORIZED: 05/23/2013

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records beginning in 1986 through 1989. Retain in State Records Center permanently.

Computer data files: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Historical

AGENCY: Tooele County (Utah). County Recorder

SERIES: 24182

4

TITLE: Mining districts index

DATES: 1951-

ARRANGEMENT: Alphabetical by mining district, thereunder chronological by date filed.

**ANNUAL ACCUMULATION:
DESCRIPTION:**

The Tooele County recorder created an index to mining records which is organized according to the mining district in which the claim was located. The index provides reference to notices of location (mining claims), affidavits showing proof of labor on claims, and other mining documents. This index includes the name of the claim, the names of grantor and grantee (buyer and seller), type of document, document date, recorder's entry number, and the book and page number where the document was recorded. These are legal instruments recorded by the county recorder concerning mining. They include the following: Notices of locations, Mining deed records, Mining claims records, Proof of labor records, Mining mortgages, Mining abstract records, Mining transfers and relocations. In some counties mining records are compiled separately, while in others they are part of the "Official records."

RETENTION:

Retain Permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 05/09/2013

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: Retain in State Archives permanently with

AGENCY: Tooele County (Utah). County Recorder

SERIES: 24182

TITLE: Mining districts index

(continued)

authority to weed.

Microfilm duplicate: Retain in Office permanently.

Paper: For records beginning in 1988 through 1988. Retain in State Records Center permanently.

Computer data files: Retain in Office permanently.

Paper: For records beginning in 1951 through 1987. Retain in Office permanently.

APPRAISAL:

Historical Legal

This index provides reference to mining documents and is organized by mining district in which the claim was located.

PRIMARY CLASSIFICATION:

Public

AGENCY: Tooele County (Utah). County Recorder

SERIES: 24563

3

TITLE: Miscellaneous records index

DATES: 1901-

ARRANGEMENT: alphabetical, thereunder chronological.

ANNUAL ACCUMULATION:

DESCRIPTION:

The Tooele County Recorder created an index to miscellaneous records. The index indicates date of filing, book and page where recorded, kind of instrument, and names of grantee and grantor. Some of the documents referred to in this index are: contracts, leases, death certificates, affidavits, resolutions, powers of attorney, diplomas, covenants, restrictions, bonds, orders, licenses, lease and agreements, decrees, bills of sale, liens, notices of lis pendens, easements, etc.

RETENTION:

Retain Permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 13.

AUTHORIZED: 06/02/2008

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

Paper: For records beginning in 1989 through 1989. Retain in State Records Center permanently.

AGENCY: Tooele County (Utah). County Recorder

SERIES: 24563

TITLE: Miscellaneous records index

(continued)

Computer data files: Retain in Office permanently.

Paper: For records beginning in 1901 through 1988. Retain in Office permanently.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Tooele County (Utah). County Recorder

SERIES: 5472

3

TITLE: Monthly auditor's report

DATES: 1974-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This is a three-part monthly report certifying the amount of money collected by the county recorder. It is submitted to the county auditor with a copy given to the county treasurer. It is used to create the monthly report for the county commissioner. It includes the following information: month and year, amount of total collections, entry numbers used, a certification statement by the county recorder that the amount certified is a true and accurate accounting of monies collected sworn before the county auditor, the notarized signature of the county recorder, and the signature and seal of the county auditor.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1990

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the office. The county auditor maintains the record copy of these reports.

AGENCY: Tooele County (Utah). County Recorder

SERIES: 6161

3

TITLE: Mortgage Records and Indexes

DATES: 1875-

ARRANGEMENT: chronological.

ANNUAL ACCUMULATION:

DESCRIPTION:

Mortgages are recorded with the county recorder to show a property title as security on a loan. Information includes entry number; date of mortgage; names of mortgagor and mortgagee; amount of mortgage; legal description of property; terms of mortgage; and signature of mortgagor; certification of notary public; date recorded; and signature of county recorder.

RETENTION:

Retain Permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 05/23/2013

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records beginning in 1962 through 1978. Retain in State Records Center permanently.

Microfilm duplicate: For records beginning in 1875 through 1978. Retain in Office permanently.

Microfilm master: For records beginning in 1875 through 1978. Retain in State Archives permanently with authority to weed.

Computer data files: Retain in Office permanently.

AGENCY: Tooele County (Utah). County Recorder

SERIES: 6161

TITLE: Mortgage Records and Indexes

(continued)

Paper: For records beginning in 1875 through 1961. Retain in Office permanently.

APPRAISAL:

AGENCY: Tooele County (Utah). County Recorder

SERIES: 7713

3

TITLE: Official maps and plats and index

DATES: 1893-

ARRANGEMENT: Alphanumerical by location code

ANNUAL ACCUMULATION:

DESCRIPTION:

These are plat maps showing property ownership and property lines for real estate within the county. The county recorder "shall prepare and keep present-ownership maps and plats drawn to a convenient scale, which shall at all times show the record owners of each tract of land in the county, together with a description of the tract" (UCA 17-21-21 (1995)).

RETENTION:

Retain until microfilmed.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 17.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then maintain permanently in office.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Tooele County (Utah). County Recorder

SERIES: 7713

TITLE: Official maps and plats and index

(continued)

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Tooele County (Utah). County Recorder

SERIES: 7134

4

TITLE: Official records

DATES: 1930-

ARRANGEMENT: chronological.

ANNUAL ACCUMULATION: 76.00 cubic feet.

DESCRIPTION:

The official record is a compilation of the records kept as documents registered by the county recorder. Beginning in 1974 records were registered together as well as in separate volumes. Contained in the Official Record are: Abstractor bonds, bills of sale, medical certification records, United States Military discharges, affidavits, powers of attorney, lis pendens, land agreements, redemption certificates, gas and oil leases, deeds, mortgages, mining records, water records, leases, and liens. This series also included certificates of appointments for bishops and stake presidents in the Church of Jesus Christ of Latter-day Saints.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 16.

AUTHORIZED: 04/02/2009

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records beginning in 1973 through 1993. Retain in State Records Center permanently.

Microfilm master: Retain in State Archives permanently.

AGENCY: Tooele County (Utah). County Recorder

SERIES: 7134

TITLE: Official records

(continued)

Microfilm duplicate: Retain in Office permanently.

Digital image: Retain in Office permanently.

Paper: For records beginning in 1930 through 1972. Retain in Office permanently.

APPRAISAL:

Administrative Historical Legal

These are officially recorded public documents. There is a legal requirement for their perpetual maintenance. UCA 17-21-1.

PRIMARY CLASSIFICATION:

Public UCA 17-21-19

AGENCY: Tooele County (Utah). County Recorder

SERIES: 84225

4

TITLE: Powers of attorney

DATES: i 1872-

ARRANGEMENT: Numerical by book number, thereunder by page number

ANNUAL ACCUMULATION:

DESCRIPTION:

This record shows the authorizing of legal power for parties involved in land acquisitions. Information includes date of the instrument; names of grantor and grantee; powers granted; acknowledgment; date recorded; and signatures of grantor and county recorder.

RETENTION:

Retain Permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 05/13/2013

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm duplicate: Retain in Office permanently.

Paper: For records beginning in 1989 through 1989. Retain in State Records Center permanently.

Computer data files: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently with authority to weed.

Paper: For records beginning in 1872 through 1988. Retain in

AGENCY: Tooele County (Utah). County Recorder

SERIES: 84225

TITLE: Powers of attorney

(continued)

Office permanently.

APPRAISAL:

AGENCY: Tooele County (Utah). County Recorder

SERIES: 17942

3

TITLE: Road record

DATES: 1889-ca. 1900

ARRANGEMENT: Numerical by township and range

ANNUAL ACCUMULATION:

DESCRIPTION:

This is a book on roads surveyed in Tooele County. It includes actual drawings of roads, township and range, field notes indicating when surveyed specific with legal description and changes made.

RETENTION:

Retain until microfilmed

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 1.

AUTHORIZED: 10/17/1996

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

AGENCY: Tooele County (Utah). County Recorder

SERIES: 17942

TITLE: Road record

(continued)

PRIMARY CLASSIFICATION:

Public

UCA 17-21-19 and 63G-2-301(1)(g) (2008)

AGENCY: Tooele County (Utah). County Recorder

SERIES: 17495

3

TITLE: Township index

DATES: ca. 1880-

ARRANGEMENT: Numerical by township and range

ANNUAL ACCUMULATION:

DESCRIPTION:

This book serves an index to the abstract book. It is arranged by township and range and indicates the book and page where land transfer is abstracted. It includes township and range number, abstract book and page number.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 1.

AUTHORIZED: 02/15/1996

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public UCA 17-21-19 and 63G-2-301(1)(g) (2008)